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*1960-61*

FULLER THEOLOGICAL SEMINARY  
STUDENT HANDBOOK

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## ORGANIZATIONS AND ACTIVITIES

**STUDENT COUNCIL:** elected annually by the entire student body. Officers are: President, Vice-President, Secretary, Treasurer, Co-ordinator of Missions, and Co-ordinator of Evangelism.

**FULLER MISSIONS FELLOWSHIP:** under the direction of the Co-ordinator of Missions. Provides fellowship for those going to the field and seeks to encourage and stimulate interest in missions throughout the whole student body.

**ANNUAL MISSIONARY CONFERENCE:** sponsored by F.M.F. Consists of four chapel messages and afternoon and evening discussions for single and married students. Scheduled for November.

**PRACTICAL EVANGELISM COMMITTEE:** under direction of the Co-ordinator of Evangelism. Provides incentive and opportunities for evangelistic service by the students, through evangelistic seminars, tract ministry, and Gospel Teams.

**PRACTICAL EVANGELISM CONFERENCE:** sponsored by the Practical Evangelism Committee. Consists of four chapel messages and afternoon and evening discussions for single and married students. Scheduled for January.

**PHILOTHEAN FELLOWSHIP:** an organization of students' wives and women students, meeting twice a month on Mondays through the school year for inspiration and fellowship, designed as an aid for future Christian service. This Fellowship also has class prayer meetings weekly.

**SPORTS:** The Pasadena Y.M.C.A. (located 2 blocks west of the Seminary) is available for a varied sports program. The Student Activities fee includes membership at the YMCA for the school year. The facilities of the YMCA are available for women students on Friday evenings and whenever the YMCA is open for co-ed activities. The YWCA may be used by the women students for a nominal fee. Contact the Women's Representative.

## IT'S GOOD TO KNOW

1. Chapel is held each morning Tuesday through Friday. All students are expected to attend every chapel and assembly.
2. Grade point system: A=4 B=3 C=2 D=1 Failure=0.
3. You will have a prayer mother assigned to you. The name and address of your prayer mother will be left in your box early in the fall. Your prayer mother will contact you to find out your needs and problems and ways she can pray for you. If you do not receive notice of your prayer mother or if she does not contact you shortly after the assignment, get in touch with Mrs. Smith or Mrs. Carnell.
4. You will have a faculty member assigned to you as counselor. Do not hesitate to contact him. He can save you much trouble.
5. Loans for students are available. You may pick up the forms at the Business Office and see Mr. Curley.



## MEDICAL AND DENTAL COVERAGE

The Seminary has made arrangements with physicians in the Pasadena area to assure Seminary students, their wives and families good professional and specialized medical care. The cooperating physicians and dentists usually grant discounts to the Seminary family as a Christian service. This contribution on the part of these professional men is appreciated and should not be abused. Any student needing medical or dental attention of any kind for himself or family should consult the Medical and Dental Coverage Schedule at the Information Desk in the Seminary Lobby. The Seminary can neither guarantee satisfaction nor can it always vouch for its price lists being current.

## CONSTITUTION OF THE ASSOCIATED STUDENTS OF FULLER THEOLOGICAL SEMINARY PASADENA, CALIFORNIA

### Article I

#### NAME

This organization shall be known as the Associated Students of Fuller Theological Seminary.

### Article II

#### PURPOSE

The purpose of this organization shall be to encourage spiritual growth in its members and to foster such activities in cooperation with the Administration of the Seminary as will tend to benefit and unify the student body.

### Article III

#### MEMBERSHIP

The membership of this organization shall include all students enrolled in the Seminary on a regular or special basis.

### Article IV

#### OFFICERS

Section 1. The officers of the Associated Students shall be a President, a Vice-President, a Secretary, a Treasurer, a Co-ordinator of Missions, and a Co-ordinator of Evangelism, to be elected from the regular members. Officers shall be elected for a period of one year.

Section 2. The above named officers will compose a steering committee which will be responsible for the agenda of the Student Council meetings and will have the power to act on emergency measures that come up before Student Council and shall compose the student portion of the Student-Faculty Liaison Committee.

### Article V

#### STUDENT COUNCIL

The Student Council shall be composed of the officers of the Associated Students, the officers of the Senior, Middler, and Junior classes, a representative from



the women students, and the chairman of the Dormitory Council.

#### Article VI

##### REPRESENTATIVES AT LARGE

Section 1. Each class shall elect three officers: a President, a Vice-President, and a Secretary-Treasurer. These officers shall be elected for one year or the portion thereof remaining.

Section 2. The Dormitory Council shall elect a representative to the Student Council. The Dormitory Council shall be composed of the presidents of the various dormitories.

Section 3. The women students shall elect a representative to the Student Council.

#### Article VII

##### COMMITTEE CHAIRMEN

The President shall appoint, with the approval of the Student Council, such committee chairmen as are considered necessary.

#### Article VIII

##### ADOPTIONS AND AMENDMENTS

Section 1. This constitution and the by-laws shall be adopted when ratified by a majority of the membership.

Section 2. This constitution and the by-laws may be amended by a two-thirds vote of the membership, due notice of such amendment having been given to the membership one week in advance.

#### BY-LAWS OF THE ASSOCIATED STUDENTS OF FULLER THEOLOGICAL SEMINARY

#### Article I

##### NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee shall consist of the President and four members whom he shall appoint. This committee shall post nominations for officers one week in advance of the scheduled election. Further nominations shall be accepted from the floor at the time of elections.

Section 2. The officers shall be elected each year on or about the first of April during a Chapel period in an open election by a majority of the members present.

Section 3. The President and Vice-President shall be elected from the prospective Senior Class.

Section 4. Within a week following the election of Associated officers, class officers for the prospective Middler and Senior classes, and a representative from the women students, shall be nominated and elected in an open election at



a class meeting called and moderated by the incumbent class officers.

Section 5. Associated officers and class officers for the prospective Middler and Senior classes shall assume office as soon as they are duly installed following the elections. The installation, under the direction of the Student Council, shall normally take place within two weeks following the elections.

Section 6. Class officers from the Junior class shall be elected by the Junior class two weeks after the fall registration. The Association President shall appoint a representative or representatives to call and moderate this election. These officers shall assume office immediately after election.

Section 7. Each dormitory shall elect a President and such other officers as each dormitory considers necessary two weeks after the fall registration. These elected Presidents shall form a Dormitory Council and shall elect a chairman to represent them on the Student Council. The Association President shall appoint a representative or representatives to call and moderate these elections.

## Article II

### DUTIES AND RESPONSIBILITIES

Section 1. The duties of the officers shall be those which normally fall to each office and in addition those delegated by the Student Council.

Section 2. The responsibilities of the Student Council are:

- (a) To carry out the purpose and general policies of this organization.
- (b) To handle the business of this organization as efficiently as possible.
- (c) To be responsible for the continuance of this organization from year to year.

## Article III

### SUCCESSION AND RECALL OF OFFICERS AND REPRESENTATIVES

Section 1. In the event that the President of the Association or any of the class presidents is unable to serve, the Vice-President of the Association or class shall automatically succeed to the office, and an election shall be held to fill the vacated office of Vice-President. In the event that other offices of this Association are vacated, special elections shall be held to fill the vacancies.

Section 2. Any officer of the Association or classes may be recalled upon approval of seventy-five percent of the membership of the Association or affected class, in secret ballot.

## Article IV

### STUDENT FUND

Section 1. A \$3.00 student activities fee, payable by each student to the Business Office upon registration each quarter, shall be administered by the Student Council, subject to the approval of the Dean of Students.



## Article V

### MEETINGS

Section 1. Meetings of the membership shall be called at the discretion of the President.

Section 2. A quorum shall consist of a majority of the membership.

## Article VI

### GENERAL COLLECTIONS

General collections from the membership shall be subject to approval of the Student Council.

## Article VII

### DISCIPLINE

Action on disciplinary cases which properly fall within the jurisdiction of Associated Students shall be initiated by the officers.

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### STUDENT MANUAL

Students are to familiarize themselves with the information and regulations contained in the current Seminary catalog. Students will also be held responsible for regulations set forth below.

### COURSES

1. A curriculum sheet is available from the Registrar. It is the responsibility of the student himself to see that he properly completes the courses listed for graduation.
2. Any student who seeks to be excused from any required course on the ground of course work previously taken on a collegiate level is to take a qualifying examination upon the passing of which he will be entitled to take an equivalent number of elective hours in the same department (unless under special circumstances the head of the department may see fit to reduce a portion of the elective hours so required).
3. Students must present a validated class card to the instructor in order to be admitted to any course whether they take the course for credit or as an audit.
4. When a student has repeated a course in which he has failed, his new grade is to be substituted for the old grade without further penalty for the former failure.
5. Courses are added or dropped through the Registrar's Office. No course has been added or dropped until officially placed on your permanent record in the Registrar's Office. Students are permitted to add subjects during the first calendar week of classes only. (A calendar week ends in the Registrar's Office at 4:00 p.m. Friday.)



6. A course may be dropped without grade penalty through the fifth week of the quarter. Any course dropped thereafter will be entered as a failure on the student's permanent record.
7. Written consent of the professor in whose department a course falls must be obtained if a student wishes to take correspondence courses for credit toward graduation. All such credits must be recorded with the Registrar not later than May 15 of the senior year if the student wishes to use the course for graduation credit.
8. Seniors will not be permitted to take residence work in other institutions so as to accumulate credit toward their B.D. degree, unless they have maintained an average of B in their Seminary work. In no case may students carrying a full academic load take more than four hours per term in outside institutions.
9. Students may be excused from required courses in English Bible only by getting written permission in advance from Dr. Smith.
10. Students taking required Systematic Theology courses may not take required language courses at the same time without express permission from the Systematic Theology professor.

#### AUDITING COURSES

11. A fee of \$3.00 per quarter hour is charged for auditing classes. Auditors register at the Registrar's Office.
12. Wives of Seminary students are permitted to audit classes without charge, provided they register properly as an auditor with the Registrar.

#### FEEES

13. Deferred Payment Plan: See p. 23 of current Seminary catalog.
14. Students delinquent in their payments to the Business Office are automatically suspended from classes until they have concluded a satisfactory arrangement with the Business Manager.

#### ABSENCES

15. See Catalog, pp. 21-22. Penalties for excess absences may be removed by application to the Dean of Students and for reasons deemed satisfactory to him. All absences considered by the student to be excusable must be reported to the Registrar's Office in a written note no later than 48 hours after the absence.
16. Students are expected to report in advance to the Dean of Students' office any contemplated absence of an unusual nature. (All absences of more than 24 hours should be noted on the dormitory sign-out pads together with information as to where the student may be reached in an emergency.)
17. Students must take final examinations at the scheduled hour. In the case of serious illness or emergency the professor should be consulted in advance where possible. A \$2.00 fee for make-up of the examination will be charged; the student should bring his receipt to the make-up examination. (Participation in outside activities of a Christian character, however worthy, shall



not be deemed a sufficient reason for a student to take final examinations late.)

18. Examinations are conducted on the honor system. Each student must accept the responsibility of reporting any violation he observes to the Student Honor Committee. (See section entitled "Discipline" and Article VII of Student By-Laws.)

#### FAILURES

19. Professors in the required language courses are permitted to grant conditional failures to students whose work for a given term is near a passing grade. Conditional failures for a first or second quarter (but not for a third quarter) will automatically become a D, upon successful completion of that course during the subsequent quarter.
20. A student who has received an outright failure in a course is not permitted to take a make-up examination in order to remove the failure. (See Rule 3.)

#### INCOMPLETES

21. Students are required to make up work left unfinished at the end of the term within 4 weeks AFTER THE CONCLUSION OF THE TERM.
22. Students who fail to complete work by the end of the term shall suffer the deduction of one letter-grade if the work is made up within the required time limits; otherwise they will receive a failure in the course.

#### ADMISSION TO SENIOR CLASS

22. Every Middler is required to submit to the Faculty a petition form for admission to the Senior Class at the end of the second quarter.
24. A student will not be considered for admission to the Senior Class until he has completed at least ninety hours of course work with a minimum of 2.0 over-all average.

#### WITHDRAWALS

25. Students who expect to discontinue their work at the Seminary during the school year must complete the withdrawal form secured from the Registrar and see personally the Dean of Students.

#### BACCALAUREATE AND COMMENCEMENT.

26. All underclassmen are required to be present at the Baccalaureate and Commencement Exercises. Excuses may be obtained only on written request to the Dean of Students for reasons he deems satisfactory.
27. Seniors who do not meet fully the requirements for graduation may participate in normal Senior activities except the one at Commencement which involves the conferring of degrees. In order to march in the academic procession, etc., the student must notify the Registrar of his intention. Students who have practically completed their work may be photographed with the graduating class if they wish.



## GRADUATE STUDENTS

28. Applicants must ordinarily have a minimum of a 3.0 (B) grade average for their total B.D. program. Exceptions will be made only by special action of the Graduate Committee. Every application, regardless of grade average, must be considered and approved by the Graduate Committee. Students with a B.D. from schools other than Fuller, and Fuller graduates who have been out of school during the year preceding their application, must apply for admission through the Faculty Admissions Committee.
29. Th.M. candidates are required to submit, on regular forms, procured from the Registrar, a list of proposed courses to be taken in their major and minor fields in satisfaction of the minimal requirements for the degree. This list must be approved and signed by the professors supervising such fields, then returned to the Registrar.
30. All students, whether graduate or undergraduate, are to be graded by the same standard, but graduate students in such courses may be expected to do work beyond that required of the undergraduates.

## OUTSIDE AND PRACTICAL WORK

31. A maximum of 68 hours combined study and work schedule is allowed per week. (If you carry 16 hours of classes, that means 32 hours homework per week. Therefore you may not be employed in other than Seminary studies more than 20 hours per week.) Any exception to this rule must be by permission of the Dean of Students.
32. No student is to be given an official report of his academic grades in any given quarter until his Field Work reports have been received by the Field Work office.

## BOARD AND ROOM

33. Unmarried students are required to eat in the Seminary dining room, and to live in Seminary dormitories, except by special permission of the Dean of Students.
34. Students are not permitted to occupy a Seminary apartment when carrying less than twelve hours of academic work.

## STUDENTS CONTEMPLATING MARRIAGE

35. Students planning marriage during the academic year are required to discuss this in advance with the Dean of Students.

## RELIGIOUS SERVICES

36. Chapel speakers are invited and scheduled by the Chapel Committee. Student requests for speakers are to be submitted to the Chapel Committee and it is hoped students will feel free to make their wishes known.
37. Students are not to conduct gospel teams or deputation teams except under the supervision of the Professor of Evangelism and the Student Deputation Chairman.



## DISCIPLINE

38. The Student Honor Committee is authorized to deal with any Seminary student whose conduct violates the honor code. If the offender continues unrepentant, the Committee will report the case to the Faculty for action. If, however, such matters come directly to the attention of the Faculty, they will then assume jurisdiction.

## SOLICITATION OF FUNDS

39. Direct student solicitation of funds for Christian projects or personal expenses must be cleared with the Seminary Administrative Committee and the Student Council.

## DORMITORY HOUSE RULES

THE COOPERATION OF ALL STUDENTS RESIDING IN SEMINARY DORMITORIES IS INVITED IN OBSERVING THE FOLLOWING HOUSE RULES:

1. Clean and neat rooms are expected. Beds are to be made prior to classes, clothes kept in orderly fashion during the day, floors swept, and general cleanliness maintained. (Friends of the Seminary are sometimes escorted through the dormitories.)
2. There will be announced periodic room inspections conducted by members of the House Board.
3. Wise and economical use of lights and gas in rooms is urged.
4. Appropriate containers for combustible and non-combustible trash are located in the vicinity of the various dorms. Please use these containers.
5. Students should familiarize themselves with the building exits in the event of fire or other emergency that would necessitate speedy evacuation.
6. For your own welfare the front and side doors are designed to remain locked at all times. Students should come to the Business Office, 135 N. Oakland, for a key. A one-dollar deposit is required.
7. Luggage and other belongings which a student does not wish to keep in the room may be stored in the basement at 145 N. Oakland, and in the attic at 180 N. Oakland.
8. The State Health Code forbids the preparation or cooking of meals of any sort in dormitory rooms.
9. At the end of the school year, or upon graduation, students are requested to pack and dispose of all clothes, books, and other personal belongings prior to leaving for the summer.
10. Please report immediately all facilities in need of repair to the house manager or to the Business Office.
11. Dormitory furniture is to remain in the room. Double-decking of bunks is not in compliance with the California State Health Codes.



12. Please do not use scotch tape or other adhesive materials to fasten maps, pictures, etc., to the dormitory walls.
13. The Seminary assumes no liability for loss by any means of any items and at any time.
14. Where unassigned bed space is available, your overnight or weekend guests may be accommodated at \$1.00 per night. Hotel type rooms with linens and maid service are generally available through the Business Office for extended visits by friends or relatives. See Mrs. Mounce in Room 222.
15. The multiplication of duplex convenience wall outlets by extension cords with additional plugs introduces a definite fire hazard from potential overloading of electrical circuits. Unauthorized extension cords may result in a request that they be removed.

#### PARKING

1. Off street parking is provided for students in the Seminary parking lot at the southwest corner of Madison and Walnut Streets, and to the rear of 120-130 and 180-190 North Oakland Avenue.
2. Students are not to park in any of the parking spaces on the Seminary grounds (135 No. Oakland, Classroom and Administration Building area) at any time including after hours, weekends, holidays, summer vacations, etc.
3. No cars are to be parked in the driveways of the dormitories at 180 and 190 No. Oakland or in the center aisle of the student parking lot at the southwest corner of Madison and Walnut Streets.
4. Cars may be washed in the areas to the rear of 180 No. Oakland or to the north of the garages at 200 No. Oakland.
5. Paraplegic students will be assigned parking space in the area of the Classroom Building if possible.

#### REFECTORY REGULATIONS

1. No credit is given for meals not eaten.
2. Meal tickets are not transferable.
3. Meal tickets must bear the name of the individual owning same.
4. Meal tickets on either a 5-day or weekly basis are required of all single students living in the Seminary dormitories.
5. Current prices for meal tickets are as follows:
 

Weekly . . . . .	\$11.25
Weekly, except Saturday and Sunday . . .	10.25
Noon meals only--Monday through Friday .	4.25
6. Individual meals can be secured by anyone in the Seminary family on a cash basis at the refectory at the following current prices:
 

Breakfast . . . . .	55¢
Dinner . . . . .	85¢
Supper . . . . .	65¢



7. Meal tickets will be required to be presented at each meal at the beginning of each quarter.
8. Food supplied at the Refectory is to be eaten at that location. Exception to this rule is allowed on Thursday noons when students may take their trays to Room 301 to listen to records played for the Lunchtime Record Club.
9. Students holding meal tickets who are unable to eat in the Refectory owing to illness will be provided with the necessary regular or special food at no extra cost.
10. Students withdrawing from the Seminary will be given a refund on a pro rata basis for the unused portion of the ticket.
11. Credit to individuals contemplating absence from meals is given on the basis of \$1.25 per day (approximate food cost) for no less than seven consecutive days and only when application is made to the Business Office in advance of the absence.
12. Credit to students attending a Seminary sponsored retreat will be made on the basis of food costs as outlined above provided a written request for credit is received by the Business Office 24 hours in advance of the first meal to be missed.
13. Bag meals are provided to students holding meal tickets when absence from the Refectory is necessitated by off-campus trips on Christian service assignments or for purposes of regular employment. Advance reservations must be made with the chef for the bag meals desired.
14. Conditions arising not covered by the above outlined regulations can be discussed with the Business Manager.

#### LIBRARY REGULATIONS

Be sure to obtain and read the Library Manual.

HOURS: Reading Room	7:30 a.m. to 10:00 p.m.
Stack Room	8:00 a.m. to 5:00 p.m.
Tuesdays & Thursdays	7:00 p.m. to 9:00 p.m.
Saturdays, both rooms	8:00 a.m. to 12:00 noon

1. Books may be kept 2 weeks and renewed once, unless otherwise restricted.
2. Books are not to be transferred or re-loaned to someone else. Books must not be loaned to non-Fuller students, Sunday school class or Youth Group members. Encourage them to acquire library membership cards.
3. Reference and Reserve books must be used in the Reading Room. Reserve books may be checked out at 9 p.m. for overnight and are due at 9 a.m. the following day.
4. Fines--on overdue 2-week books:
 

1-2 days overdue . . . . .	\$ .25
4-6 days overdue . . . . .	.50
7-13 days overdue . . . . .	1.00
14- 20 days overdue . . . . .	2.00
21 or more days overdue . . . . .	3.00



Lost book--\$5.00 plus cost of replacement. On overdue reserve books--a fine of \$.25 per volume is levied on all reserve books not returned when due. This increases to \$1.00 per volume at noon of the same day, and increases \$.50 each half day thereafter.

5. Current periodicals may be checked out the same as reserve books and are subject to the same fines. Back periodicals are the same as 2-week books.

6. No talking or unnecessary noise or commotion is permitted in the Reading Room. This rule is requested by Student Council and carries the following consequences. First offense: a warning. Second offense: Student Council. Third offense: ALL library privileges suspended.

7. Exceptions to the rules can be made only by a member of the library staff and must be applied for in advance.

8. Typing space and typewriters (English, Greek, and Hebrew) are provided in the rear of the Stack Room.

9. Additional study space is provided in the Refectory.

#### DR. SMITH'S PERSONAL LIBRARY

In Room 201 is housed the personal library (about 25,000 volumes) of Dr. Wilbur M. Smith. Dr. Smith's books are available for student use. They should be used ONLY IF the Seminary library either does not have the book, or it is out. See the librarian for procedures.

#### BOOKSTORE POLICY REGARDING DISCOUNTS AND MERCHANDISE SOLD ON AN ACCOUNT BASIS

The following discounts are applicable to our students, and books and supplies will be sold to them for cash or on an account basis. All members of the Alumni will be entitled to the same discounts as enrolled students. To all others who wish to use the facilities of the bookstore, terms will be cash.

1. 10% on all textbooks at all times, except books written by faculty members.

2. 15% on most books from American publishers. On purchases of \$20.00 or more at one time (not including textbooks) a discount of 20% will be allowed. A discount of 25% will be given on all sets of Commentaries having a list price of \$50.00 or more.

3. Books ordered from abroad, used or new, are sold at net prices.

4. A discount of 20% is allowed on most Bibles.

5. The discount on books by faculty members is 25% (unless it is a "short" discount item).

6. Students' accounts are due and payable on or before the 10th of the month following the month in which purchases are made, or on the following day if the 10th of the month should fall on a Sunday or a holiday. If not paid then, a penalty of 10% will be added and further purchases will be restricted to a cash basis until the full amount of the delinquent account is paid.



7. During the summer months no merchandise will be sold to students on a charge basis.

8. The bookstore at its discretion will purchase new or used books from the students for an amount up to and not exceeding 60% of the retail price.

No student is to be permitted to engage in selling of new or second-hand books within the confines of the Seminary except by special permission of the Administration and Faculty.

This is just to remind you that the courtesy discounts on books purchased from the Seminary Bookstore are for students only. You are not to use the privilege to buy books for your friends. Neither do the discounts apply to them should you choose to bring them to the bookstore to make purchases. We are glad to extend these discounts to you, but for obvious reasons the privilege must be restricted to your use only. Thank you.

SEMINARY BOOKSTORE